

### **PROFILE SUMMARY:**

I am a well experienced accounts executive with robust problem solving skills and proven experience in similar position over 3 years

# **SKILLS & EXPERTISE:**

Team Work **Customer Relation** Marketing skill Planning for Long-Term Goals Logistics Management & Control Social Media Marketing Expert Ability to think strategically **Public Relation** Sales & Marketing Accounting Expert Financial Analyst and Reporting Efficiency in operations Self Motivated

## **IT SKILLS**

Tally ERP 9 Microsoft Office (Word, Excel (Advance))

## **PERSONAL DETAILS**

Date of birth : 23-10-1995 Passport Number : M7280519 Nationality :Indian Languages Known : English, Hindi, and Malayalam Visa status : Visit visa : 10-03-2022 Expiry

# **CONTACT INFORMATION:**

Phone: +971 502527240 Email: shanukp147@gmail.com LinkedIn: @shanukp147

# **SHANU KP**

# ADMINISTRATIVE ASSISTANT

# WORK EXPERIENCE:

#### ACCOUNTS CUM HR ASSISTANT

#### Faba Agencies(2019-2021)

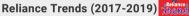
- ·Prepare reports on accounts payable and accounts receivable.
- ·Generate client billings for various projects.
- . Process the payable invoices weekly.

Review the details provided by the managers, distribute the payments and edit the billings.

·Answers the telephone, relays messages, and maintains equipment and supplies.

·Provides payroll information by collecting time and attendance records. ·Maintains employee information by entering and updating employment and status-change data.

#### SALES EXECUTIVE



.Maintaining accurate records.

- .Meeting with clients virtually or during sales visits.
- .Demonstrating and presenting products.
- .Establishing new business.
- .Reviewing sales performance.
- Negotiating contracts and packages

#### **OFFICE CLERK**

.Filing.

#### LIFE INSURANCE CORPORATION (2016-2017)



.Projects such as gathering information by phone, letter, email or in person. .Recording and updating databases.

- .Photocopying and scanning documents.
- .Sorting and handing out post.
- .Supporting the reception desk

# **ACADEMIC BACKGROUND:**

#### **KANNUR UNIVERSITY, INDIA**

Bachelor of Commerce Specialized in Co-operation